

Delivery and Receipting Automation

Manual delivery and receipting

The discipline, time and effort required to capture deliveries of goods and services has led to a decline in organisations undertaking this task, matched by a growth in the reliance of purchase invoice approvals to verify that goods and services were received, of merchantable quality and were correctly priced.

Those organisations that do receipt goods and services will confirm that it is a highly labour intensive activity with a significant paper trail. However, it is the only sure means of ensuring accuracy, completeness and merchantable quality of all purchases.

Delivery and receipting automation

Receipting is an optional process stage by purchase activity type and by department within Compleat, giving organisations the ability to determine when and where receipting is most desirable. Many organisations continue to utilise the purchase invoice approval process as the confirmation of receipt of goods and service delivery.

The automation of the receipting process is extremely fast and removes all the historic paperwork. The originating order is easily accessed by the order number and the delivery can be verified (when appropriate) by a single click of the mouse.

The real benefit in productivity is achieved in the subsequent purchase invoice approval process. Compleat enables the electronic reconciliation of the originating order, the confirmation of what was delivered and calculates the correct amount that should be shown on the purchase invoice. Over 90% of purchase invoices received will be correct, (3 way match), and as they are demonstrably correct, may be posted to the ledgers automatically. This remove the requirement for further approval for over 90% of all purchase invoice and represents a very significant saving for both the finance department and the approvers.

Dynamic Approval Workflow

Receipt transactions may be subject to dynamic workflow approval to enable the arrival of goods to be subject to further authorisation. Whether the approval requirement is generated by an over delivery, or forms part of an internal inspection process, Compleat fully automates, documents and audits the process.

Additionally, organisations subject to regulatory compliance regimes, such as those required to submit their processes to the Sarbanes-Oxley (SOX) legislation in the US, are required to demonstrate transparency and ability to audit all their financial affairs. Confidence in internal processing systems is a key foundation within a SOX-compliant operational review.

Receipting Flexibility

Compleat manages a wide range of receipting profiles:

Service approvals – confirm that the services provided complied with the terms of the original purchase order, using quantity or value.

Call-off orders – manage the phased or scheduled delivery of goods and services over time within the context of an initial total purchase order for a total requirement.

Spend Control
Budget Checking
Dynamic Approval

Easy to Use
Easy to Maintain
High User Acceptance

Productivity Gains
Scalable
Affordable

Rapid Deployment
Low Cost of Ownership
Fast Return on Investment



Compleat Technology

Client

100% browser based
Microsoft Internet Explorer v6 and above
NT Authentication

Server

Windows Server
2000/2003/2008 (Standard & Enterprise,
32 or 64 bit)

.NET Framework v1.1 and v2
IIS with SMTP

Database

Microsoft SQL Server 2000 and above.

Delivery and Receiving Automation

Contract orders – place purchase orders to support term contracts to ensure that you confirm receipt of contracted service delivery on a periodic basis to support the payment profile required by the contract.

Stock orders – regular replenishment orders for standard items and consumables or job-based purchases allows receiving to retain stock levels within Compleat.

Additional functionality:

Multiple delivery addresses: confirm receipts at the locations they are received.

Fast receipting against purchase orders: find the originating order by order number, supplier, originator (user), company or any other common reference.

Secure delivery addresses: control delivery addresses so that only authorised users may confirm receipts for certain locations. Sub-division of locations is available for large sites.

Minimum click receipting: receipting is based upon the original order item lines and an easy-to-use interactive user experience ensures receipting can be quickly automated to remove errors and exceptions. Optionally, receipting can be performed either by quantity or value to enable receipting for different types of goods and services.

Part deliveries and over deliveries: provides control over status of the purchase order to leave it open for further receipts or close to finalise any incomplete purchases.

Automatically notify purchaser upon receipt of goods by integrated email system.

Fully automated commitment and accrual accounting

Accruals and commitment reversals are automatically generated either within Compleat or directly into the integrated accounting software to provide real time accuracy and completeness of the corporate financial and cashflow management reports .

The properly recorded receipt is then available within Compleat for matching against the supplier purchase invoice.

Compleat Delivery and Receiving Automation

It is clear that the level of automation available will enable organisations to introduce receipting cost effectively, whilst save a significant amount of time for those using current manual methodologies.

Total cost of ownership / return on investment

Compleat meets the business need of small, medium and larger organisations that recognise the need to make better use and take control of corporate cash, as the savings are significant.

The pricing of Compleat, the very fast deployment profile and the ease of use means that most organisations will achieve full ROI in less than six months.

compleat editions

Scalable solutions to meet every budget. Evolve through the editions as your requirements grow.

Standard

A richly functional and integrated purchasing, approvals and invoice entry solution without complex controls for purchasing lockdown.

Can be operational within 2 weeks delivering ROI

Professional

As per Standard plus restrictions on available suppliers, companies, departments.

Receipting of goods and services
Supplier performance management

Enterprise

A complete purchase to pay procurement solution for the most demanding organisations.

Make a strategic investment in Compleat Spend Control at a level you can afford today .



compleat

Real time integration

Microsoft Dynamics
GP/NAV/AX
Infor FMS SunSystems
Coda Dream
Opera II
Sage
SAP

Gyrossoft Applied Solutions Ltd

River Court
Mill Lane
Godalming
Surrey GU7 1EZ

Contact Details

Tel: 01483 424800
Email: sales@gyrossoft.co.uk
Web: www.gyrossoft.co.uk